Notice of Open Position

A Union of Professionals

September 14, 2017

Job Title: Senior Associate
Job Number: AOF-62-35-0917-V
Department: Political

Unit: AFTSU
Supervisor: Director, Political Department
Salary: $85,795.07

Position Summary: The senior associate will be responsible for the political department’s utilization of data, analytics and member mobilization technology in support of AFT’s locals, state affiliates and national political and legislative priorities.

Position Responsibilities:
- Assist in the development and implementation of strategies to improve AFT’s political communications, mobilization and reporting through the use of data and analytics.
- Provide technical assistance and training on political campaign data management to relevant AFT departments and affiliates.
- Support AFT campaign and mobilization by providing strategic research, state profiles, targeting universes, pulling list and assessing campaign communication tactics.
- Coordinate with the AFL-CIO and other progressive partners to maintain and enhance AFT’s membership data.
- Increase local union and state affiliate use of data and technology through training, campaign support and sharing of best practices.
- Support the COPE building capacity of AFT affiliates by providing training and development as needed and by helping staff develop and implement action plans.
- Draft correspondence, reports, talking points and training materials; and
- Other duties as assigned by the director of the political department.

Primary Knowledge, Skills and Abilities:
- A bachelor’s degree and minimum of five years’ experience developing, implementing and coordinating political and/or legislative campaign programs.
- Extensive experience using voter files, including working with and training on VAN and/or LAN.
- Experience working with polling data and instruments and advanced skill in database development.
- Advanced knowledge of information gathering systems and techniques.
- Applied knowledge of campaign targeting and data analytics.
- Excellent communication and writing skills, including experience developing and conducting presentations and workshops.
- Working knowledge of state coalitions and progressive allies.
- Experience working for state political parties, legislatures and/or labor unions is preferred.
- Knowledge of campaign finance laws and FEC regulations is preferred.

Work Environment: The work is generally performed in an office environment using modern technology and computer equipment. This position involves extensive travel and often requires working non-traditional hours and weekends during political cycles and legislative sessions.

Application: Applicants should submit a cover letter and resume to the director of human resources or via email to adminjobs@aft.org. Please reference posting #AOF-62-35-0917-V.

AFT is committed to building a culturally diverse workforce and strongly encourages applications from women, people of color, individuals with disabilities and veterans.

Internal Posting Period: Internal posting period expires September 29, 2017. External applicants may be considered as of September 30, 2017.

cc: Tim Shea, President, AFTSU

AFT is an equal opportunity employer.